

NAVSTA NORVA INSTRUCTION 12610.2M

Subj: POLICY AND PROCEDURES CONCERNING OVERTIME AND
COMPENSATORY TIME ADMINISTRATION

Ref: (a) SECNAVINST 7000.11C
(b) DOD Financial Management Regulation, DOD 7000.14-R,
Volume 8
(c) HRO Manual, Chapter 550

1. Purpose. In accordance with references (a) through (c), this instruction reinforces policy and procedure for the control and use of overtime and compensatory time.

2. Cancellation. NAVSTANORVAINST 12610.2L.

3. Background. Overtime costs and lack of compensatory time use in lieu of overtime continues to be a concern of the Department of the Navy. The goal of NAVSTA Norfolk is to manage employee time including compensatory time to ensure that the necessity to pay overtime never or seldom arises.

4. Policy

a. Overtime and compensatory time shall be limited to cases of necessity such as:

- (1) Urgent fleet readiness,
- (2) Emergencies,
- (3) Safeguarding life and property,
- (4) Individual incidents where savings can be clearly demonstrated, or
- (5) Where it can be clearly demonstrated that the overtime or compensatory time work cannot be accomplished during normal working hours.

b. All overtime or compensatory time must be requested by the immediate supervisor and submitted to the Department Head for approval prior to the work being performed. Department Heads requesting compensatory time will submit a request to the Executive Officer for approval prior to the work being performed.

c. The Overtime/Compensatory Time Request Authorization (NAVCOMPT Form 2282) will be used in requesting and approving overtime or compensatory time. Original Overtime/Compensatory Time Authorizations will be retained by the department timekeeper for six years and will be made available for audit by personnel from the Administration Department for command internal review.

d. All requests will state why the work cannot be performed during normal working hours.

e. Work to be performed on a holiday will be approved and justified in the same manner as for overtime.

f. Maximum use shall be made of changes of basic workweek to preclude overtime requirements.

g. General Schedule (GS) employees whose rates of basic pay are in excess of the maximum rate of grade GS-10 will be required to accrue 80 hours of compensatory time in lieu of overtime pay for irregular or occasional overtime work they are required to perform. Any exceptions will require a specific written determination by the Commanding Officer that an exception is in the best interest to the command.

h. The Federal Wage System (FWS) and nonexempt employees are entitled to overtime pay instead of compensatory time unless they request otherwise.

i. No premium pay or compensatory time can be credited to employees whose basic pay rate is greater than a GS-15, Step 10 in a biweekly pay period. Any exceptions will require a specific written determination by the Commanding Officer that an emergency exists and is in the best interest to the command.

j. Compensatory time shall be used within the calendar year earned when practicable. The maximum amount of compensatory time that may be carried over into the next leave year is 160 hours. Any exceptions will require a specific written

determination by the Commanding Officer that an exception is in the best interest of the command.

5. Action

a. Requesting officials will complete an Overtime/Compensatory Time Request and Authorization in advance of the performance of work, except when the emergency of the situation prevents prior approval. Each request will note whether overtime or compensatory time is being requested and with completion of the justification block.

b. The Administrative Department will forward the biweekly overtime/compensatory time report furnished by our servicing payroll office to each Department Head to assist in monitoring overtime and compensatory time.

c. The Administrative Department will conduct periodic reviews to assure compliance with the policies of this instruction.

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